

Human Subjects (CITI) Training

This website is the same website that the University of Iowa IRB is using for its human subjects training. But please note that you **MUST** add the VA as an affiliate in your profile and complete VA specific training in order to get credit for the course. Please follow affiliate instructions below*

<https://www.citiprogram.org/default.asp>

Instructions for NEW USERS of the CITI website training

If you have **NOT** used this site previously you will need to click on "REGISTER AS A NEW USER"

1. Select your organizational affiliation. Type 584, find **VA Iowa City, IA – 584** and click 'submit.'
2. Choose a Username, Password and Verification Phrase.
3. When setting up your profile:
Institutional Email- Either enter your personal email or your work email address.
Department- Either enter your affiliate department at the UI, or enter Research
Office phone number-either enter your affiliate work phone number or the best way to reach you.

Question 1- Click to indicate which situation best describes your status in VA human subjects web-based training:

- I am (or expect to become) involved in research with human subjects at the VA, but have never completed training in human subjects protection that satisfies VA requirements, or have been told that I must take the Basic course. (You will be placed in the first stage of the VA human subjects protection curriculum.)

Question 3- Do you serve on a VA Institutional Animal Care and Use Committee (IACUC) or university IACUC that serves as the IACUC of record for a VA program?

- NO

Question 4- Do you utilize laboratory animals for research, testing, or teaching in any of the settings below?

- NO

Question 5- Disregard, not applicable.

Question 6- VA requires all new research laboratory staff to receive VA biosecurity training before beginning their laboratory duties. You may need to check with your local research administrators or training coordinators to find out if you must meet this requirement using the CITI website. Please select one of the responses below.

- I took VA biosecurity training previously, or my VA medical center does not require me to take this training at CITI.

You will then be assigned the training. Before beginning the course, click on "**Complete The Integrity Assurance Statement .**"

You must complete 8 modules. You may choose ANY of modules provided from the list of 18.

Click on the module of your choice, at the end of each course you will need to click on "take quiz". You can then proceed to the next module. You can stop at anytime and the program will restart where you left off. You must score at least 80% to pass the module.

***Instructions for those who previously used the CITI website training.**

If you have USED this site previously you need to add the VA as another institution.

1. Log onto the website using your user name and password. (If do not remember your password click “Forgot Username and Password” link.)
2. Add the VA to your participating institutions. Go to “Affiliate with Another Institution” and find **VA Iowa City, IA – 584** and click ‘submit.’
3. Answers questions 1-6 above and then you will be assigned the VA training. Before beginning the course, click on **Complete The Integrity Assurance Statement** .

You must complete 8 modules. You may choose ANY of modules provided from the list of 18.

Click on the module of your choice, at the end of each course you will need to click on “take quiz”. You can then proceed to the next module. You can stop at anytime and the program will restart where you left off.

Note: The VA has established a minimum “passing” aggregate score of 80% for all quizzes. If you want to improve your score on a quiz, you may revisit the content and repeat the quiz. The software will remember your best score.